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### CENTRAL INTELLIGENCE GROUP

### C. I. G. ADMINISTRATIVE ORDER

GROUP HOSPITALIZATION

Reference: CIG Administrative

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1. In accordance with an agreement with Group Hospitalization,
Inc., the SIG Group Hospitalization Unit, Employee Relations
Section, Personnel Division, Personnel and Administrative
Branch, is activated effective this date.

STATINTL

- 2. Room 114, North Building, Extension 680, is appointed Group Treasurer.
- 3. Inquiries, applications for membership, and payments on contracts in connection with group hospitalization will be made to STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Colonel, AGD Executive for Personnel and Administration

Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050045-0

## fice Memorandum • UNITED STATES GOVERNMENT

TO Executive for Personnel and Administration DATE: 5 December 1946

FROM : Chief, Finance Division

SUBJECT: Proposed Procedure Issuances

Attached hereto is the original and one copy of two proposed Administrative Orders, one entitled "Group Hospitalization" and the other entitled "Maternity Leave". The signatures of the officials who have approved these proposed orders are on the reverse side of the original drafts.

Will you kindly review and if you consider these drafts satisfactory, please arrange for clearance and release.

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Edward R. Saunders Chief, Finance Division July Delever which are the services of the ser Approved For Release 2001/07/12: CIA-RDP81-00728R000100050045-0

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CENTRAL INTELLIGENCE GROUP INTER-OFFICE ROUTING SLIP (Revised 10 Sept 1946)

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### CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

### GROUP HOSPITALIZATION

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Reference: CIG Administrative Order

1. In accordance with an agreement with Group Hospitalization, Inc.,
the CIG Group Hospitalization Unit, Employee Relations Section,

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2. Room 114, North Building, Extension 680, is appointed Group Treasurer.

Personnel Division, Personnel and Administrative Branch, is activated

3. Inquiries, applications for membership, and payments on contracts in connection with group hospitalization will be made to

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Colonel, AGD Executive for Personnel and Administration Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050045-0

### Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Personnel and Administration

DATE: 12 December 1946

STATINTL

FROM :

Advisor for Management, ICAPS

SUBJECT: Proposed CIG Administrative Order on Group Hospitalization

Recommend rewording the attached draft of Administrative Order as indicated below:

- 1. The CIG Group Hospitalization Unit, Employee Relations Section, Personnel Division, P & A Branch, is activated effective this date.
- 2. Room 114, North Building, Extension 680, is appointed Group Treasurer.
- 3. Inquiries, applications for membership, and payments on contracts in connection with group hospitalization will be made to

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Draft of Adm. Order

# Approved for Release 2001/07/12 CIA-RDP81-00728R000100050045-0 (UNCLASSIFIED (Sender will circle classification Top and Bottom)

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Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050045-0

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CENTRAL INTELLIGENCE GROUP

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Pursuant to an agreement with Group Hospitalization, Inc., announcement is made of the activation, within the Employee Relations Section, Personnel Division, of the CIG Group Hospitalization Unit, effective immediately.

Room 114, North Building, Extension 680, is nted Group Treasurer.

All payments on contracts, applications for membership and inquiries STATINTL relative to Group Hospitalization should be made with

Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050045-0

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Chief, Procedures Unit,
Budget Section (date)

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### CENTRAL INTELLIGENCE GROUP

### CIG ADMINISTRATIVE ORDER NO....

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### GROUP HOSPITALIZATION

Reference: CIG Administrative Order

1. Pursuant to an agreement with Group Hospitalization, Inc., announcement is made of the activation, within the Employee Relations Section, Personnel Division, of the CIG Group Hospitalization Unit, effective immediately.

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Room 114, North Building, Extension 680, is appointed Group Treasurer.

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3. All payments on contracts, applications for membership and inquiries relative to Group Hospitalization should be made with

### CENTRAL INTELLIGENCE GROUP

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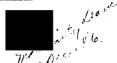
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CENTRAL INTELLIGENCE GROUP INTER-OFFICE ROUTING SLIP (Revised 10 Sept 1946)



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### Tice Memorandum UNITED STATES GOVERNMENT

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Executive for Personnel and Administration

DATE: 12 December 1946

FROM

Advisor for Management, ICAPS

SUBJECT: Proposed CIG Administrative Order on Maternity Leave

STATINTL

Recommend rewording the attached draft of Administrative Order as indicated below:

1. Under authority of regulations relating to annual and sick leave of government employees (as amended June 26, 1946; 11 F. R. 7257), applications for maternity leave may be approved by the Chief, Personnel Division, P & A Branch, under the following circumstances:

Written application will be submitted, accompanied by a doctor's certificate on Standard Form 71.

b. Normally maternity leave will not exceed six months, including --

- (1) Accumulated sick leave
- (2) Accumulated annual leave
- (3) "Leave without pay status" for any balance of the six months' period after accumulated sick and annual leave have been used up.
- 2. Upon receipt of written advice from the attending physician certifying to the absolute necessity therefor, the Chief, Personnel Division, P & A Branch, may approve extension of an additional six months' period of maternity leave in a "leave without pay status".

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1 Incl. Draft of Adm. Order

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December 1946

### CENTRAL INTELLIGENCE GROUP

### CIG ADMINISTRATIVE ORDER NO....

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#### MATERNITY LEAVE

- 1. Pursuant to authority contained in the Federal Personnel Manual entitled "Regulations Relating to Annual and Sick Leave of Government Employees" (as amended June 26, 1946; 11 F. R. 7257) the regulations outlined below will be followed in granting maternity leave to employees of the CIG.
- 2. Under normal circumstances, the maternity leave granted an employee will not exceed six months. Upon receipt of an application for leave and a doctor's certificate on Standard Form 71, the Chief, Personnel Division may allow maternity leave as follows:
  - a. The employee will first utilize all accumulated sick leave.
  - b. The employee will next utilize all accumulated annual leave,
  - c. If the accumulated sick and annual leave of an employee is not sufficient to cover an absence from duty of six calendar months, the employee may be carried in a "Leave Without Pay Status" for the remainder of the six month period.
- 3. In cases where the exigencies of the situation so require, the Chief, Personnel Division, upon written advice from the attending physician, may approve an additional period of maternity leave, not to exceed six months, in a "Leave Without Pay Status". The additional leave will be considered only in cases where the attending physician certifies to the absolute necessity therefor.

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Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050045-0

December 1946

### CENTRAL INTELLIGENCE GROUP

### CIG ADMINISTRATIVE ORDER NO....

### MATERNITY LEAVE

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- 2. Under normal circumstances, the maternity leave granted an employee will not exceed six months. Upon receipt of an application for leave and a doctor's certificate on Standard Form 71, the Chief, Personnel Division may allow maternity leave as follows:
  - a. The employee will first utilize all accumulated sick leave.
  - b. The employee will next utilize all accumulated annual leave
  - c. If the accumulated sick and annual leave of an employee is not sufficient to cover an absence from duty of six calendar months, the employee may be carried in a "Leave Without Pay Status" for the remainder of the six month period.
- 3. In cases where the exigencies of the situation so require, the Chief, Personnel Division, upon written advice from the attending physician, may approve an additional period of maternity leave, not to exceed six months, in a "Leave Without Pay Status". The additional leave will be absolute necessity therefor.

17 December 1946

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CENTRAL INTELLIGENCE GROUP

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C. I. G. ADMINISTRATIVE ORDER

GROUP HUSPITALIZATION

Reference: CIG Administrative Order

1. In accordance with an agreement with Group Mospitalization, Inc., the CIG Group Hospitalization Unit, Employee Relations Section, Personnel Division, Personnel and Administrative Branch, is activated effective this date.

Room 114, Morth Building, Extension 680, is appointed Group Treasurer.

3. Inquiries, applications for membership, and payments on contracts in connection with group hospitalization will be made to

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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